

ESCAL

VOLUNTEERING

Part of the Sheffield Virtual School for
Children Looked After



‘Can you read this in under 5 seconds?’..

Why not help a young person who can't?



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Iganmie strliggerung wth yuor radenig...

What did you do when you read this? Panic, feel confused or did you pause for a few seconds? 'Imagine struggling with your reading'. You can only really do this when faced with difficult text, but thousands of children and young people are faced with this daily. They struggle to decode words and then when they do, it makes no sense. We want our children to '**Learn to Read then Read to Learn**' (Ofsted, 2021).



What is the Sheffield Virtual School?

The **Sheffield Virtual School for Children Looked After** does not exist as an actual building, nor do children and young people attend. It is a service in Sheffield City Council to coordinate and promote the education of Children Looked After.

Children Looked After can be some of our most vulnerable, who may have experienced difficulties during their upbringing.

They are individuals under the age of 18 who are currently in care, for example, placed with a Foster Carer. It is the responsibility of the Virtual School to ensure that each CLA has access to the curriculum and suitable education to meet their individual needs. **Reading is a priority.** We need to ensure that our children have access to raise their attainment levels of Reading as well as helping to provide a nurturing and enriching learning environment. We want our children to **aspire, create** and **achieve**.



What is ESCAL Volunteering?

As part of the Virtual School for Children Looked After, ESCAL Volunteering supports Sheffield's Children Looked After who are struggling with their reading to provide much needed one to one support across the city, helping to make a real difference to Sheffield's Children Looked After. To become an ESCAL Volunteer, you will not be required to have any teaching experience. As long as you have a passion for reading and helping students, the opportunity is open to all! You will be given training and guidance from the central project team, which will prepare you fully for your work with Children Looked After.



Please note – you must be at least 18 years of age to become an ESCAL Volunteer

Pupil safety is a paramount. Sheffield City Council ensures that an enhanced DBS check is carried out before the volunteer is placed in school. We take child protection very seriously.

Your main point of contact for ESCAL Volunteering will be:

0114 2052219 / ESCALVolunteering@sheffield.gov.uk

ESCAL Volunteering, The Virtual School, Floor 4, North Wing, Moorfoot, Sheffield, S1 4PL

What is the role of a Reading Volunteer?

Supporting a young person with their reading is a commitment. We ask that volunteers are enthusiastic and dedicated to help raise the attainment of our Children Looked After, as well as providing an additional one to one positive adult relationship. Reading with the same young people week after week is rewarding, but what will we ask of you?

Support a school (Primary or Secondary) for at least an hour of your time a week

One hour (2 x ½ hour sessions) of your time a week to read on a one to one basis with a pupil / pupils

Keeping in touch with the ESCAL Volunteering team. We love to hear from you!

Commit to at least a term in school (normally 12 weeks) with the option to continue your placement

Be passionate about supporting Children and Young People who are looked after or previously looked after

A full training session will be available from the ESCAL Volunteering team to help you with the practicalities of volunteering in school, helping to understand how children learn to read, and how to make reading sessions fun. Ongoing support is available as and when required and volunteers will receive invitations to additional sessions such as drop in coffee mornings.

As well as being provided with the relevant text at the right level from school, you may also use a range of games and activities. These will be provided by the central team and your allocated school.

(NOTE: If only one Child Looked After requires support at your allocated school, your time will be offered to another student / students in need of one to one support from a Reading Volunteer)

When committing to a 12 week programme (term in school), please consider the timescale to be trained and receive your DBS disclosure – this could be 6 weeks prior to commencing your placement in school.

Frequently Asked Questions...

Before you apply to volunteer with us or send your application over, we know there may be a few questions you have. Some of these will be answered during our central training session and you can always send enquiries to escalvolunteering@sheffield.gov.uk.

In the meantime, here are some questions which might your decision to whether the role is right for you...



I think I may have COVID symptoms? What do I do?

Please **do not** attend school if you think you have covid symptoms. Please call the school office and have a test as per government guidance. If negative, inform the school – they will normally ask you to come back in if your test has been confirmed. If positive, inform the school and self isolate, in line with current government guidance.

Will school ask me to have a COVID test? What measures are in place?

School may ask you to take a lateral flow test before attending school. Schools may provide these or you can get a free test from your local pharmacy. Volunteers and visitors are included in the school risk assessment, which means you will have to follow protocol that has been put in place (i.e. wearing a mask around corridors). Risk assessments may differ from school to school, so your allocated school will be responsible to brief you on the measures which are in place and offer support, should you need it.

I already have an enhanced DBS check. Can I use this?

We know it may feel inconvenient, but a specific 'ESCAL Volunteer' disclosure will need to be in place before commencing your volunteering, due to the nature of the role. The check will be at enhanced level, but will be free of charge to you.

Can I take holidays during term time?

Absolutely! We know that a lot of our volunteers are not tied to the school holidays. We would ask that you inform school of any appointments or holidays you have booked, to ensure the class teacher and child/ren you support are aware.

I have never worked with Children Looked After before. Can I still apply?

Yes. You don't need to have any previous experience. Some CLA may have experienced trauma during their lives and have social and emotional needs. However, if there is anything you need to be aware of (background, triggers for the child or young person, or current situations which may be impacting them), the Designated Teacher in school will let you know.

Step by step application notes...

The application process to become an ESCAL Volunteer is easy to complete! Below are the steps you should follow to apply to become a volunteer and commence your placement in school.



1. Complete your application form and send it to the ESCAL Volunteering team, via email at ESCALVolunteering@sheffield.gov.uk if you would like to become a Reading Volunteer. Please also sign and complete the declarations (which are part of the application form) as well as completing the 'Criminal Records Declaration Form'. Completed declarations sent via e-mail are acceptable.
2. The central team will invite you to a training session when your application has been received. This will cover all aspects of volunteering and your role as a volunteer.
3. We will check your ID during the training session – this is a great opportunity to ask any questions that you may be unsure of. Your ID will be confirmed against your application (please refer to pages 14 to 18 for further details on required ID).
4. Soon after training, you will receive an electronic link from Barnsley Metropolitan Borough Council (sent to you via e-mail). This will ask you to create your own log on details for the system, allowing you access to complete your DBS application.
5. ESCAL Volunteering will allocate you to a Child Looked After at a school which is convenient for you to access (either Primary or Secondary). After receipt of your DBS disclosure (you will receive your DBS disclosure at your home address), you will be invited to an initial visit to your allocated School. You will be able to liaise directly with the Volunteer Coordinator / Designated Teacher at school to arrange a mutual time for your volunteering.

Please ensure that you inform ESCAL Volunteering of your start date

PLEASE NOTE – You MUST activate your DBS disclosure within 3 months upon receipt. If you do have a break of more than 3 months, a new DBS check will be required.

If you have any problems during your volunteer placement, please do not hesitate to contact your volunteering coordinator / designated teacher in school.

At the end of your placement: Thank you for completing your placement. Please remember to complete your termly online evaluation forms. You will receive links to these feedback forms via e-mail towards the end of each school term. Your feedback is important to us!

If you have any problems during your placement, please inform the ESCAL Volunteering team.

Application guidance...

Sheffield City Council

Sheffield is a great city and our Corporate Plan focuses on what makes Sheffield a unique, ambitious and inspiring city in 2015 and beyond.

We offer a wide range of employment opportunities, providing many services to the people of Sheffield. When volunteering for us, you can expect to gain work experience and develop your skills in a friendly, supportive work environment.

Completing your form

Please read the application form, job description, person and health risks specifications carefully, so that you understand what the voluntary work involves. This information is designed to help you complete the application form as thoroughly as possible.

Equality Act

The Council sets a high standard for both its employment practices and its service provision.

People are recruited and promoted on the basis of their merits and abilities and no volunteer receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity.

Included in the pack, is an equality monitoring form. By completing this form, you can help us to improve and encourage applications from under-represented groups in our city. This is optional.

Disabled Candidates

We welcome applications from people with disabilities. You will be asked if you require any special arrangements. There will also be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

Criminal Records Declaration

As your role requires a Disclosure and Barring Service Check, you are required to confirm that you are happy for a check to be carried out on you and whether you have any previous convictions. The Council recognises the contribution that ex-offenders can make as employees and volunteers and welcome applications from them.

A criminal record will not debar you from being appointed to the post, where those offences are not relevant to the role.

Complaints Procedure

If you have a complaint regarding the recruitment process, please email ESCAL Volunteering on ESCALvolunteering@sheffield.gov.uk giving full details. We will investigate and respond within 28 working days.

ESCAL Volunteer Application Form



About you...

Full name (including middle name(s):	
Any previous surnames:	
Preferred title (please cross):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> If other, please state:
Date of Birth	
Your contact telephone number:	
Your e-mail address:	
Your address:	Address: Post code:
Your National Insurance Number:	NI number: NOTE: You MUST provide evidence of your NI number (for example, NI card, on a payslip, P45, P60 or pension statement)

Which area of Sheffield would you like to volunteer in? E.g. S5 _____

Tell us a little about your background (include any relevant experience you may have to support a Child Looked After and why you would like to volunteer with us):

Your emergency contacts...

Please supply details of two individuals in case of emergency, ensuring you have obtained their permission. These details may be passed on to your allocated school if required. Please note – these details will only be used if absolutely necessary.

Emergency Contact 1	Emergency Contact 2
Telephone: E-mail: Address:	Telephone: E-mail: Address:

Your referee...

Please supply details of one referee – this individual can be a professional, academic or individual you have known for a minimum of two years. However, this **does not** include family members. ESCAL Volunteering will contact your referee after attendance at the ESCAL Volunteer training session (whilst waiting for disclosure of your DBS application).

Name:	
Position:	
E-mail address:	
Telephone:	
Postal Address:	Address: Post code:

For your information – Training and your DBS check...

ESCAL Volunteering will contact you upon receipt of your application form, with instructions on how to complete your DBS application online. You will then be requested to have an ID check with the team during your training.

ESCAL Volunteering will contact you with a range of training dates upon receipt of your completed application form. You **MUST** attend training and have a valid 'ESCAL Volunteer' DBS disclosure before you start your volunteering.

Your agreement...

You will allow an enhanced level DBS check to be carried out and wait to receive your disclosure before volunteering in a school. (See criminal records declaration for additional information) Yes No

You will commit to completing a 10 week programme of volunteering informing ESCAL Volunteering and school if you decide to stop Yes No

If we are unable to meet your preferred geographical area of the city, you are willing and able to travel (please note that travel expenses cannot be provided) Yes No

In line with the General Data Protection Regulation (GDPR), you consent to your personal details being stored and managed by ESCAL Volunteering (see our private policy for more information) Yes No

We often have requests to support students with English as an additional language. If this is something you could help with, please note other languages:

Your signature:

Date:

Sheffield City Council monitoring...

We want to make sure that our services are provided fairly and to those who need them. The information collected helps us get a picture of who contacts us, uses or does not access our services so will help us improve what we provide and reduce potential barriers to access.

The information given on this sheet will not be used to make decisions about who becomes an ESCAL Volunteer. The form will not be seen by schools. It will be stored securely by the project team, who will use the information to improve equality in recruitment and overall service delivery.

Which best describes your racial or cultural origins?..

White:

English/Welsh/Scottish/British/Northern Irish

Irish

Gypsy / Irish Traveller

Roma

Other European: Please state

Any other white background:

Asian or Asian British:

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background:

Mixed / Dual Heritage:

White and Black Caribbean

White and Asian

White and Black African

Any other mixed background:

Black or Black British:

Caribbean

Somali

Other African background:

Any other black background:

Other ethnic groups:

Yemeni

Other Arab:

Other ethnic group:

Faith / Religion...

Athiest / None Christianity

Baha'i Islam

Buddhism Judaism

Hinduism Sikhism

Humanism Other

Disability...

Do you consider yourself to be disabled?

Yes No

The Equality Act 2010 defines a disabled person as having a 'physical or mental impairment that has a substantial and long-term affect on his or her ability to carry out normal day-to-day activities'.

If you have answered 'yes', please tick the box(es) below that best describe your impairment. This information helps us improve access and remove barriers to our services.

- | | | | |
|---|--------------------------|--|--------------------------|
| Hearing, e.g. profound to mild deafness | <input type="checkbox"/> | Learning, e.g. Downs syndrome | <input type="checkbox"/> |
| Communication, e.g. speech | <input type="checkbox"/> | Developmental, e.g. Dyslexia | <input type="checkbox"/> |
| Visual, e.g. blind or partial sighted | <input type="checkbox"/> | Impaired memory / concentration or ability to understand, e.g. Stroke, dementia, head-injury | <input type="checkbox"/> |
| Mobility or physical, e.g. walking, dexterity | <input type="checkbox"/> | Mental ill health, e.g. Bi polar disorders, schizophrenia, depression | <input type="checkbox"/> |
| Long-term illness or health condition e.g. Cancer, HIV, diabetes, chronic heart disease, Rheumatoid arthritis, chronic asthma | <input type="checkbox"/> | Other: | <input type="checkbox"/> |

Gender: Male Female Other If other, please state:

Gender identity: Is your gender identity the same as the gender you were assigned at birth? Yes No

Residency...

Are you a British / United Kingdom citizen?: Yes No

Are you a national of another country?: EU National Refugee Asylum Seeker Other If other, please state:

How did you find out about this volunteering opportunity?

Please state:

Dismissal

Other than for reasons for redundancy or on health grounds, have you ever been dismissed from employment from any employer, including employment agencies?

Yes No

If 'yes' please give details, stating from where, when and the reasons for the dismissal:

Information Security and Data Security Declaration...

I acknowledge that as part of my volunteering commitment, I will have access to confidential and other non-public information in the care of the City Council. I know that I may not disclose or use that information without the prior agreement of the City Council. Where I have access to City Council Information Technology, I will only use it in accordance with my manager's instructions and City Council policies and procedures. I understand that if I disclose or use information improperly I may be subject to legal proceedings (criminal or civil) as well as losing my volunteering opportunity and prejudicing future employment opportunities.

Name:

Your Signature:

Date:

Declaration...

I understand that any offer of a volunteer position will be subject to the information on this application form being complete and correct. I authorise Sheffield City Council to make any appropriate checks that may be necessary in relation to the role I have applied for. False information, or a failure to supply the details required in this application form, could make an offer of a volunteer position invalid or lead to termination of the volunteer position.

I agree that during the course of my volunteering with Sheffield City Council, and at all times thereafter, I will keep confidential any information, however obtained, concerning the business, trade secrets, personnel, supporters or beneficiaries of Sheffield City Council or of any of its subsidiary or associated companies, and I will not disclose any such information to any other party without Sheffield City Council's prior written consent. Furthermore, I agree that I will not use any such information for my own purposes or for the purposes of any third party.

Upon termination of my volunteering (for whatever reason) I agree that I will surrender to Sheffield City Council all documents, copy documents, notes and other memoranda in my possession relating to Sheffield City Council, or any other associated individual, organisation or company.

I agree to abide by Sheffield City Council's policies as applicable to volunteers.

I agree that personal data relating to me, which has been or is obtained by Sheffield City Council, including personal data given by me on this form, may be held and processed either on computer or in manual records. It may be disclosed to authorised employees of Sheffield City Council, and used by Sheffield City Council for any purpose relating to my application.

By submitting this application form, I give my permission to the storage and processing of my sensitive personal information by Sheffield City Council.

Your Signature:

Date:

Please note: If you are completing this form electronically, please type your name to indicate signature

Criminal Records Declaration Form...

This form must be completed by all applicants; if you do not complete it we cannot process your application. The information disclosed on this form will be used for recruitment purposes only. Successful applicant information will be retained as part of the employee record.

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your right to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/privacy>

Policy Statement: recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands, final warnings, binding over or other orders, pending prosecutions or criminal investigations that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](#) and the [DBS website](#).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Surname:		Forename:	
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1. Are you barred from working with children?

Yes No

If you have answered yes to the above, you are not eligible to work with children.

2. Are you barred from working with vulnerable adults?

Yes No

If you have answered yes to the above, you are not eligible to work with vulnerable adults.

3. Do you have any cautions, convictions, reprimands, final warnings, binding over or other orders, pending prosecutions or criminal investigations which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes No

If you have answered no to the above, please sign and return your form.

If you have answered yes to question three, you now have **two** options on how to disclose your criminal record.

Option 1: Please provide details of your criminal record in the space below and email with your application form. This form will be securely saved and will only be made available to the recruiting manager.

Option 2: You can disclose your record under a separate cover provided that you tick the below box and attach the details in an envelope stapled to a copy of this form. The envelope should be marked: **CONFIDENTIAL (Your name), ESCAL Volunteering** and sent to the below postal address.

I have attached details of my conviction separately:

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Sheffield City Council:

Your Signature:

Date:

Please return your application form (with criminal records declaration form) to ESCAL Volunteering.

E-mail: escalvolunteering@sheffield.gov.uk

Post: ESCAL Volunteering, Sheffield Virtual School
Floor 4, North Wing
Sheffield, S1 4PL

Your DBS check (recently known as CRB)...

You will be required to have an enhanced DBS check carried out on you and agree to this through your application form.

What is a Disclosure and Barring Service (DBS) Check?

A DBS check is recently known as a CRB; a criminal records check processed through the Disclosure and Barring Service to make sure that you are clear to work with children and vulnerable adults. Everyone who wants to work in a school in any capacity must have an enhanced level DBS check.

The DBS consult local police authorities to find out if you have gained any criminal convictions that would prevent you working with children. If not, you should receive a DBS disclosure within 2 to 4 weeks. Please inform us prior to your check if you have any criminal convictions through the Criminal Records Declaration Form (which is part of the application form).

Your DBS Check

Once you have completed your application form and agreed to have a DBS check, you will have the option to either:

A, Complete your DBS application online (followed by an ID* check with the ESCAL team during training) – instructions will be sent to you

B, Have the full DBS application completed on your behalf (followed by an ID check with ESCAL Volunteering during training) if you do not have access to a computer / internet

IMPORTANT INFORMATION - When you start your volunteering at school, you MUST NOT have a break of more than 3 months – this will cause your DBS disclosure to expire

*** Please see overleaf for a list of identification you will need to produce when you meet with a member of ESCAL Volunteering.**

You need to produce a document which shows proof of your National Insurance Number. This can be a wage slip, P60 or your NI card / letter or any other government document.

You will find examples of identification on Pages 15 to 18.
Please contact ESCAL Volunteering on escalvolunteering@sheffield.gov.uk / 0114 2506853 if you require any assistance

What identification do I need to produce?

Three documents in total must be seen; one document must come from **Group 1** and a further **two** documents from Group 1, 2a or 2b. Documents **must** verify your name, DOB and current address.

Please produce a valid passport and driving licence where possible, as well as proof of your National Insurance Number.

If you are not a national of the UK or the EEA and are applying for voluntary work you may need to be fingerprinted if you cannot show these documents.

Group 1 – Primary Identity Documents

- Any current and valid passport
- Current Driving Licence photocard (Full or Provisional) (UK / Isle of Man / Channel Islands and EEA. *(Please note this cannot be used as address evidence and must show your middle name if you have one)*)
- Biometric Residence Permit (UK)
- Birth Certificate (UK, Isle of Man, Channel Islands) (Issued within 12 months of birth) *Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (Photocopies are not acceptable)*
- Adoption certificate (UK and Channel Islands)

Group 2a – Trusted Government Documents

- Current Driving Licence – Photocard (full or provisional) All countries outside of the EU excluding the Isle of Man and Channel Islands *(Please note this cannot be used as address evidence and must show your middle name if you have one)*
- Current Driving Licence – Paper version if issued before 1998 (UK, Isle of Man / Channel Islands / EEA) (Full or Provisional)
- Birth Certificate – issued after time of birth (UK / Isle of Man / Channel Islands)
- Marriage / Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Isle of Man / Channel Islands)

Group 2b – Financial & Social History Documents

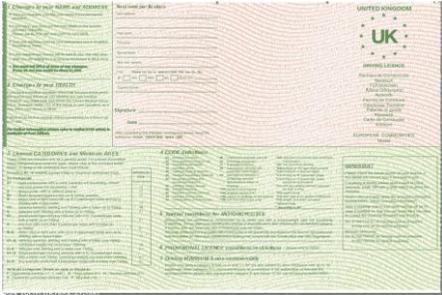
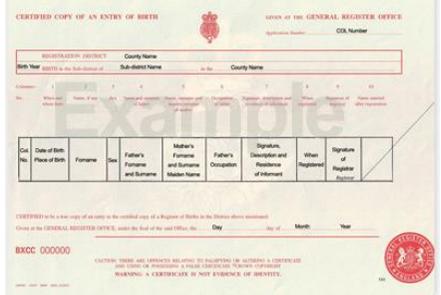
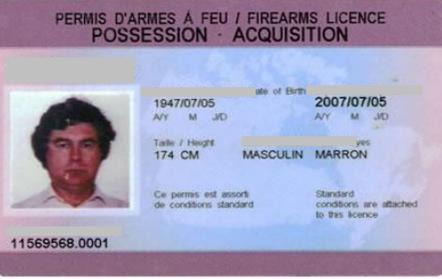
- Mortgage Statement (UK or EEA) **
- Bank / Building Society Statement (UK, Channel Islands or EEA) *
- Bank / Building Society Account Opening Confirmation Letter (UK) *
- Credit Card Statement (UK or EEA) *
- Financial Statement e.g. pension, endowment, ISA (UK) **
- P45 / P60 Statement (UK / Channel Islands) **
- Council Tax Statement (UK / Channel Islands) **
- Work Permit / Visa (UK – Valid up to expiry date)
- Letter of sponsorship from future employment provider (Non-UK or non-EEA only – valid only for applicants residing outside of the UK at the time of application)
- Utility Bill – not mobile telephone (UK) *
- Benefit Statement e.g. Child Allowance, Pension (UK)*
- Central or Local Government, Government Agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) *
- EU National ID Card (must still be valid)
- Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands)
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in UK)

Denoted with * - ID should be issued within the last 3 months
Denoted with ** - ID should be issued within the last 12 months
Not denoted – ID must still be valid

Group 1

			
<p>Current Valid Passport</p>	<p>Biometric Residence Permit (UK)</p>	<p>Current Driving Licence (photo card)</p>	<p>Birth certificate (issued within 12 months of birth)</p>
			
<p>Adoption Certificate</p>			

Group 2a (Trusted Government Documents)

 <p>NEW YORK STATE ENHANCED DRIVER LICENSE CLASS D ID: 012 345 678 DOCUMENT SAMPLE, LICENSE 2345 ANYPLACE AVE ANYTOWN NY 12345 DOB: 06-09-85 SEX: F EYES: BR HT: 5-09 S: NONE R: NONE ISSUED: 09-30-09 EXPIRES: 10-01-16</p>	 <p>UNITED KINGDOM UK DRIVING LICENCE ISSUED TO: [Name] DATE OF BIRTH: [Date] SEX: [Sex] HEIGHT: [Height] HAIR: [Hair] EYES: [Eyes] BUILD: [Build] CATEGORIES: [Categories]</p>	 <p>CERTIFIED COPY OF AN ENTRY OF BIRTH Given at the GENERAL REGISTER OFFICE Application Number: [Number] OLN Number: [Number] Registration District: [District] County Name: [County] Birth Year: [Year] in the Sub-District of [Sub-District] in the County Name: [County] Name: [Name] Surname: [Surname] Maiden Name: [Maiden Name] Sex: [Sex] Date of Birth: [Date] Place of Birth: [Place] Father's Name and Surname: [Name] Mother's Name and Surname: [Name] Father's Occupation: [Occupation] Signature, Date and Residence of Informant: [Signature] Signature of Registrar: [Signature]</p>	 <p>CERTIFIED COPY OF AN ENTRY OF MARRIAGE Given at the GENERAL REGISTER OFFICE Application Number: [Number] 1996. Marriage solemnized at the Register Office in the County of Nottingham in the District of Basford In the County of Nottingham Name of Bride: [Name] Name of Groom: [Name] Date of Marriage: [Date] Place of Marriage: [Place] Name of Registrar: [Name] Name of Officiant: [Name] Name of Witnesses: [Name] Name of Witnesses: [Name] Name of Registrar: [Name] Name of Registrar: [Name]</p>
<p>Current Non-UK photo driving licence</p>	<p>Current Driving Licence (old style paper version)</p>	<p>Birth certificate (issued after the time of birth)</p>	<p>Marriage / Civil Partnership Certificate</p>
 <p>ARMY ROYAL NAVY ROYAL AIRFORCE</p>	 <p>PERMIS D'ARMES À FEU / FIREARMS LICENCE POSSESSION · ACQUISITION Date of Birth: 1947/07/05 Sex: M Height: 174 CM Hair: MARRON Standard conditions are attached to this licence</p>		
<p>HM Forces ID Card</p>	<p>Fire Arms Licence</p>		

 <p>Department for Education</p> <p>jobcentreplus</p>	 <p>European Citizen Card protected by EAC</p> <p>1. SAMPLE 2. SANDRA 3a. 03.01.1976 4. AB+ 3b. MUNICH 5. GERMAN 6. 061023000 7a. 09.11.2006 7b. 08.11.2008 8. GIESECKE & DEVRIENT 9. Sandra Sample</p> <p>Specimen</p>	 <p>validateuk™ www.validateuk.co.uk</p> <p>PASS</p> <p>DOB 26-04-1991</p> <p>ADULT over 18</p> <p>www.pass-scheme.org.uk</p>	 <p>Letter from Head Teacher or College Principal</p>
<p>Document from DFE or Job Centre</p>	<p>EU National ID Card</p>	<p>Cards carrying the PASS accreditation logo</p>	<p>Letter from Head Teacher or College Principal</p>